



DEFENSE SECURITY SERVICE

1340 BRADDOCK PLACE
ALEXANDRIA, VA 22314-1651

AUG 08 2006

Reply to
Attn of: Office of Equal Employment Opportunity (EEO)

SUBJECT: Anti-Harassment Policy Statement

TO: All DSS Employees
All Personnel Working At DSS

1. It is important that all Defense Security Service (DSS) employees and all personnel working at DSS understand the agency's policy against harassment. It is equally important that we take the necessary steps to insure that all persons are treated with respect, allowed to maintain their dignity, and are afforded a work environment free of all harassment. This includes race, color, religion, sexual orientation, national origin, age, disability, gender, and retaliation harassment. As a Defense agency with a national security mission, it is imperative that all DSS employees and all personnel working at DSS conduct themselves in a manner that is beyond reproach, not only among each other, but also in their interactions with all persons conducting business at or with DSS.

2. Harassment is illegal and I will not tolerate any type of harassment at any level. Harassment is also unacceptable as it undermines the integrity of the agency, of the employees, of the persons conducting business at or with DSS, as well as the professionalism of the work place. Substantiated complaints of harassment are taken seriously and will result in corrective administrative or disciplinary action up to and including removal for Federal employees, and removal from the workplace for others.

3. A form of harassment called sexual harassment is a particularly offensive form of discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and any other conduct (verbal or physical) of a sexual nature when any of the following occur:

- a. Submission to such conduct is explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

4. Supervisors and managers are responsible for preventing any incidents of harassment, including sexual harassment. Supervisors must:

- a. Discuss the subject of harassment with subordinates and others as appropriate.

- b. Express strong disapproval of any acts of harassment; and
 - c. Develop methods of sensitizing employees and others as appropriate concerning the seriousness of and non-tolerance for harassment. (Examples, when appropriate, would be periodic reminders, appropriate posters, booklets, training, videos, etc.)
5. An employee or any other person who believes they have been harassed should take steps as follows:
- a. Tell the alleged harasser that the conduct is unwelcome and to immediately stop; and
 - b. Report the matter immediately to a supervisor, manager, EEO Counselor, the Office of Equal Employment Opportunity, the DSS Inspector General's Office, or the DSS Employee Relations office.

The employee or any other person may also initiate EEO counseling with the Office of Equal Employment Opportunity (not later than 45 days from the date of the incident).

6. Managers and supervisors are required to regard every allegation of harassment as a serious matter. Supervisors/managers and other designated persons who become aware of incidents of possible or actual harassment are required to:
- a. Advise the reporting person that prompt, immediate action will be taken to address the matter;
 - b. Advise the reporting person and any interviewee in any harassment investigation that they are protected from any type of retaliation;
 - c. Advise the person that you will preserve, to the extent possible, the confidentiality of all parties;
 - d. Report promptly the matter to a higher-level management official or to the Office of Equal Employment Opportunity;
 - e. Initiate a prompt, thorough inquiry; and
 - f. Take immediate corrective action against the harasser if it is determined that harassment has occurred. The corrective action for substantiated complaints of harassment will insure that, at a minimum, the harassing behavior does not recur and that disciplinary action up to and including removal for Federal employees, and removal from the workplace for others is effected.

7. This policy statement supersedes all previous anti-harassment policy statements issued by this agency.

8. A copy of this letter is to be posted on all DSS bulletin boards and the internet site. If there are any questions regarding this matter, contact Mr. Kenneth Hines, Equal Employment Manager, Office of Equal Employment Opportunity, at 703-325-5472.

Kathleen M. Watson
KATHLEEN M. WATSON
Acting Director